

Job posting preview

Bulletin Number	45665BR
Type of Recruitment	Interdepartmental Promotional Opportunity
Department	Human Resources Countywide Exams
Position Title	SUPPLY OFFICER I
Exam Number	M2373A
Filing Type	Standard
Filing Start Date	22-Apr-2015
Filing End Date	05-May-2015
Filing End Time	5:00 pm PST
Salary Type	Monthly
Salary Minimum	4,323.82
Salary Maximum	5,671.18
Benefits Information	Represented Employees <ul style="list-style-type: none">• Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules
Position/Program Information	Has comprehensive responsibility for supply and related functions in a large department.
Essential Job Functions	<p>Plans, assigns, directs and evaluates work of subordinate staff.</p> <p>Directs the routine and emergency procurement of supplies, equipment and services, and the preparation of related documents, records, controls, and reports.</p> <p>Directs the storage and distribution of supplies and the maintenance of optimum inventory levels.</p> <p>Coordinates procurement and supply activities with departmental accounting operations, the central processing agency, and vendors.</p> <p>Screens or supervises the screening of requests for supplies and evaluates consumption patterns for supplies and services of various operating units.</p> <p>Supervises or coordinates comparative testing and the evaluation of supplies and equipment with the various operating units in reference to costs, relative efficiency, and labor savings to determine suitability for departmental use and to make recommendations.</p> <p>Supervises and participates in the preparation of specifications for complex equipment items to reflect the particular needs of the operating units and to conform to requirements of the central processing agency.</p>

Prepares justification to support the purchase of equipment and services.

Participates in the preparation of services, supplies, and equipment budgets, including the evaluation of requests of operating units for new or replacement items.

Requirements

Selection Requirements:

Four (4) years of experience in work which included procurement of a variety of supplies, equipment, and services at the level of Procurement Assistant I*, Warehouse Worker III**, or higher.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special
Requirement
Information**

*Experience at the level of Procurement Assistant I in the County of Los Angeles performs a full range of journey-level functions in the regular and emergency procurement of supplies, equipment and services for a County department.

**Experience at the level of Warehouse Worker III in the County of Los Angeles operates or assists in the operation of a large warehouse.

VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. EXPERIENCE PERFORMING DUTIES THAT APPLICANTS BELIEVE ARE INCONSISTENT WITH THEIR OFFICIAL PAYROLL TITLE WILL BE EVALUATED FOR THIS EXAMINATION. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met. Applicants who are within six months of meeting the Selection Requirements while working outside of their classification will not be placed on withhold status. Therefore, their applications will not be accepted.

**Examination
Content**

Candidates whose applications are accepted may be invited to any part of the examination process via email. It is important that candidates provide a valid email address when completing your online employment application. Make sure to add awong@hr.lacounty.gov to your address book to ensure our emails reach your inbox.

This examination will consist of two (2) parts:

Part I: A written test weighted at 60% that contains both computerized and paper-and-pencil components covering supervision, written expression, reading comprehension, data analysis, decision making, achievement, confidence and optimism, deductive reasoning ability, drive for results, independence, influence, multitasking ability, professional

potential, reliability, and verbal ability.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

NOTE: Applicants who have taken the identical written tests for other exams within the last twelve (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your online application, your score will be transferred to the new examination, and you may not be allowed to re-take any identical test part(s) for at least twelve (12) months.

Only those candidates who pass the written test will be eligible to proceed to Part II, the structured interview. Candidates who are unsuccessful on the written test will be notified by mail.

Part II: A structured interview weighted 40% that will assess professional/technical knowledge; communication and interpersonal effectiveness.

Candidates must achieve a passing score of 70% or higher on both assessments (i.e., the written test and structured interview) in order to be placed on the eligible list.

Special Information

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

You can also access practice tests for the computerized version of the test by going to the following website: http://www.shldirect.com/practice_tests.html

While the test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

Vacancy Information

The eligible list resulting from this examination will be used to fill vacancies throughout the County.

Eligibility Information

The names of the candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Any

Job Opportunity Information

Restricted to permanent employees of the Los Angeles County who have successfully completed their initial probationary period. Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and

the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Application and
Filing Information**

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE: Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. We must receive your application by the time filing closes.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Direct copies of class specifications and minimum requirements as your description of duties will not be sufficient to meet the Selection Requirements.

Falsification of any information may result in your application being disqualified.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements**. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applications must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**Department Contact
Name** Annie Wong

**Department Contact
Phone** 213-738-2080

Department Contact Email	awong@hr.lacounty.gov
ADA Coordinator Phone	adarequests@hr.lacounty.gov
Teletype Phone	800-899-4099
California Relay Services Phone	800-735-2922